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Wastewater Permit Information Exchange - WWPIE

User's Manual

The online NPDES permit database, WWPIE, can be used by anyone who has access to the internet. Users can search the database to see any permits that are final or any permit that is on public notice. Users can also register and perform more functions with the database.

Roles or capabilities of the three classes of registered users:

1. Registered Users can save search criteria, request email notifications when permits are put on public notice, and submit comments online.
2. In addition to all the rights of a Registered User, a Registered Applicant can complete permit applications online.
3. In addition to all the rights of a Registered User and a Registered Applicant, a Registered Signatory can sign, pay for, and submit permit applications online.

WWPIE uses Enterprise A&A to complete registrations. Enterprise A&A is a service provided by the State's Department of Administrative Services, Information Technology Enterprise (DAS-ITE). It is meant to replace all of the various user name/password combinations used by different web applications, and provide a "one-stop shop" for managing your identity information with the State of Iowa.

The A&A service provides a central web page for logging on to any application, so users can be sure they are connecting to the State of Iowa and can use the same username and password.

The following pages walk you through how to register, save searches, comment on permits, complete permit applications, and submit permit applications.

Use the following link to get to the WWPIE main screen: <http://programs.iowadnr.gov/wwpie/>

To register:

From the WWPIE main page, select “Register” to become a Registered User, a Registered Applicant, or a Registered Signatory.

The screenshot shows the 'IowaDNR NPDES Permits' website. The header includes the Iowa DNR logo and navigation links: 'DNR Home', 'NPDES Home', 'FAQ', 'Terms', and 'Contact NPDES Staff'. A search bar is present with the text 'Search our site:'. The main content area is titled 'Wastewater Permit Information Exchange (WWPIE)' and contains a welcome message and instructions for searching and registering. A sidebar on the right contains a 'Search NPDES Permits' section with a login prompt: 'Login with your A & A username and password. If you do not have an account, you will need to Register.' The browser's address bar shows 'https://paytest.iowadnr.gov/wwpie/'.

Enter your first name and last name and then hit the “register” button.

The screenshot shows the 'Enterprise A&A Service - SSO Logon' page. The header includes the 'Enterprise A&A' logo and a 'What Is A&A?' link. The main content area is titled 'DNR Waste Water Permit Information Exchange' and contains a 'Create an account for DNR Waste Water Permit Information Exchange here.' section. This section includes a sign-up prompt, input fields for 'First Name' and 'Last Name', and a 'Register' button. Below this, a 'Before Beginning:' section lists requirements for registration. The browser's address bar shows 'http://test.iowa.gov/entaa/sso?appId=DNRWWPIE&callingApp=https://paytest.iowadnr.gov/wwpie/default.aspx?cmd=C...'. The taskbar at the bottom shows various open applications, including 'Inbox - Micro...', 'Windows Med...', 'NPDS - Reports', 'Document1 - ...', 'NPDES Waste ...', and 'Word Help'.

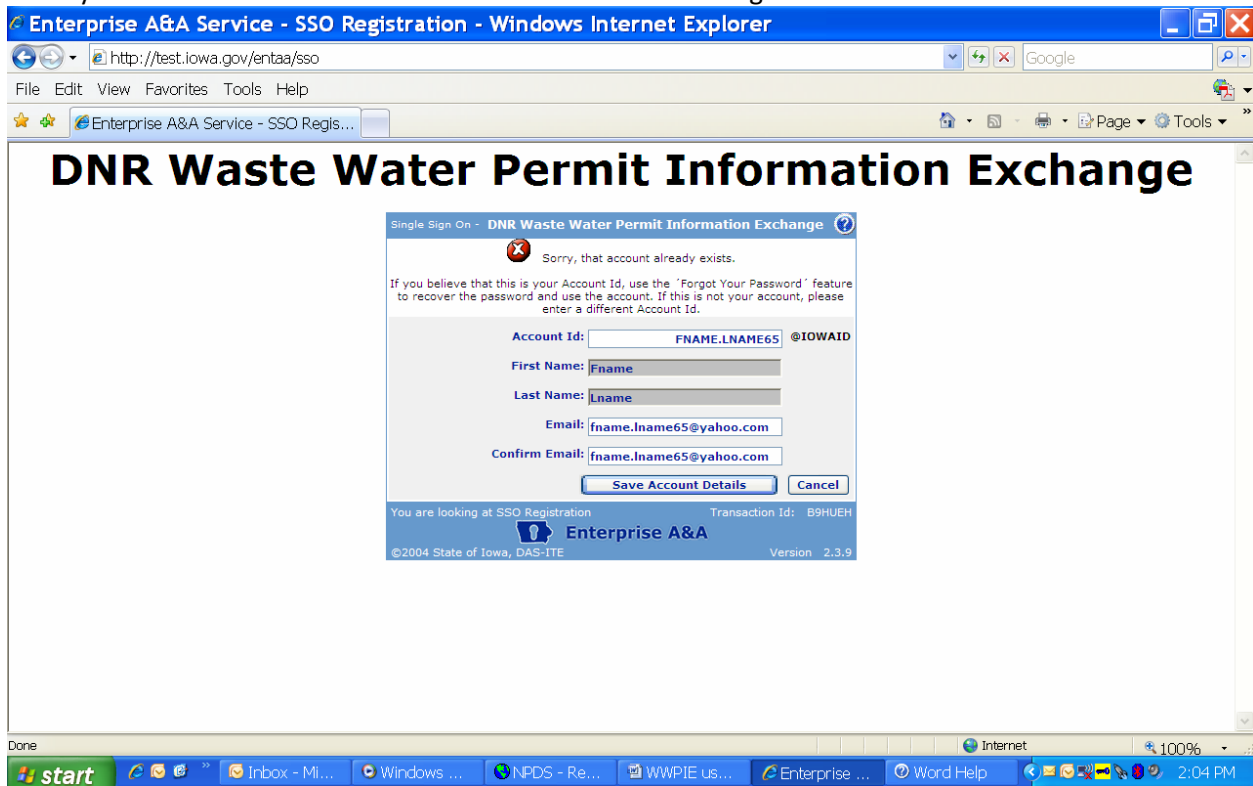
Enter your email address twice to confirm its accuracy and then hit the “Save Account Details” button. Notice: by default your user id for this system will be: your firstname_lastname@iowaid.

The screenshot shows a Windows Internet Explorer browser window with the title "Enterprise A&A Service - SSO Registration". The address bar shows "http://test.iowa.gov/entaa/ss". The page content is titled "DNR Waste Water Permit Information Exchange". Below the title is a registration form with the following fields: "Account Id:" (with a placeholder "FNAME.LNAME @IOWAID"), "First Name:" (with a placeholder "Fname"), "Last Name:" (with a placeholder "Lname"), "Email:" (empty), and "Confirm Email:" (empty). There are "Save Account Details" and "Cancel" buttons. At the bottom of the form, it says "You are looking at SSO Registration" and "Transaction Id: B9HUEH". The footer of the page includes "©2004 State of Iowa, DAS-ITE" and "Enterprise A&A Version 2.3.9". The Windows taskbar at the bottom shows the start button and several open applications including "Inbox - Mic...", "Windows ...", "NPDS - Re...", "WWPIE use...", "Enterprise ...", and "Word Help". The system clock shows "1:48 PM".

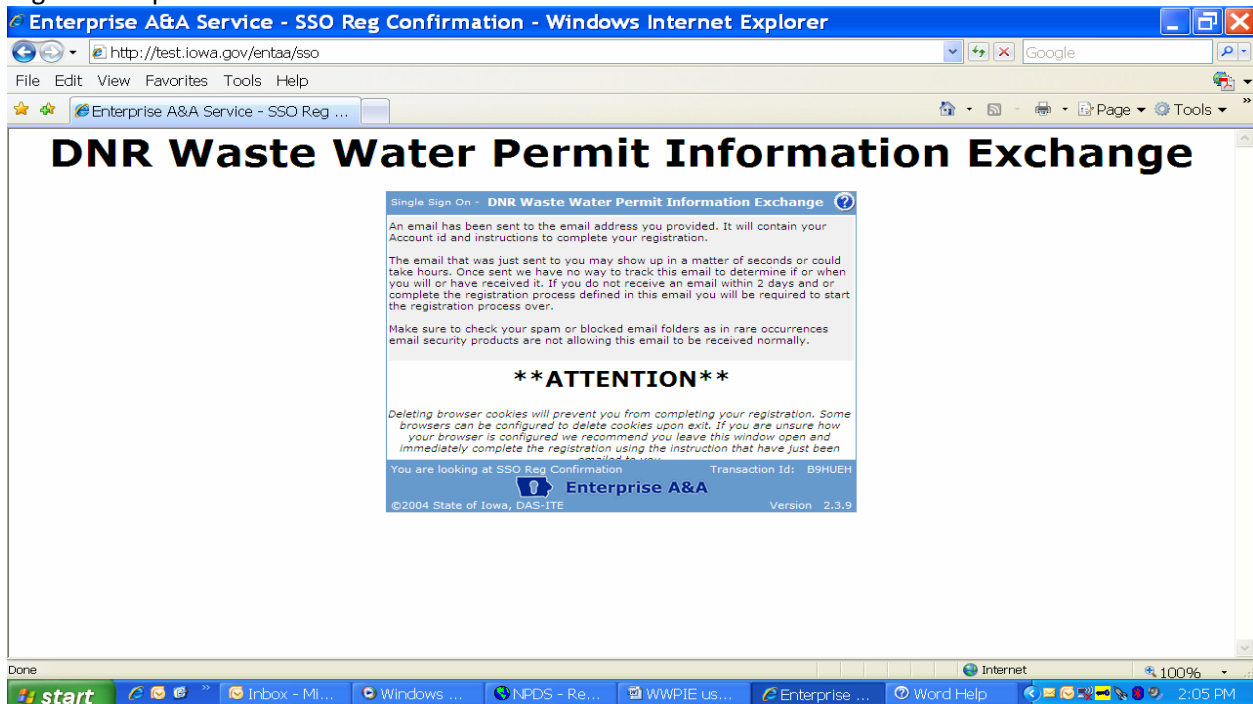
If default user id with the combination of your first name and last name is used by another user, you will get the following error message:

The screenshot shows the same "DNR Waste Water Permit Information Exchange" registration page, but with an error message displayed. The error message says "Sorry, that account already exists." and provides instructions: "If you believe that this is your Account Id, use the 'Forgot Your Password' feature to recover the password and use the account. If this is not your account, please enter a different Account Id." The registration form fields are now populated with example data: "Account Id:" (FNAME.LNAME @IOWAID), "First Name:" (Fname), "Last Name:" (Lname), "Email:" (fname.lname65@yahoo.com), and "Confirm Email:" (fname.lname65@yahoo.com). The "Save Account Details" and "Cancel" buttons are still present. The footer of the page remains the same: "You are looking at SSO Registration", "Transaction Id: B9HUEH", "©2004 State of Iowa, DAS-ITE", and "Enterprise A&A Version 2.3.9". The Windows taskbar at the bottom shows the same applications as the previous screenshot, but the system clock now shows "2:02 PM".

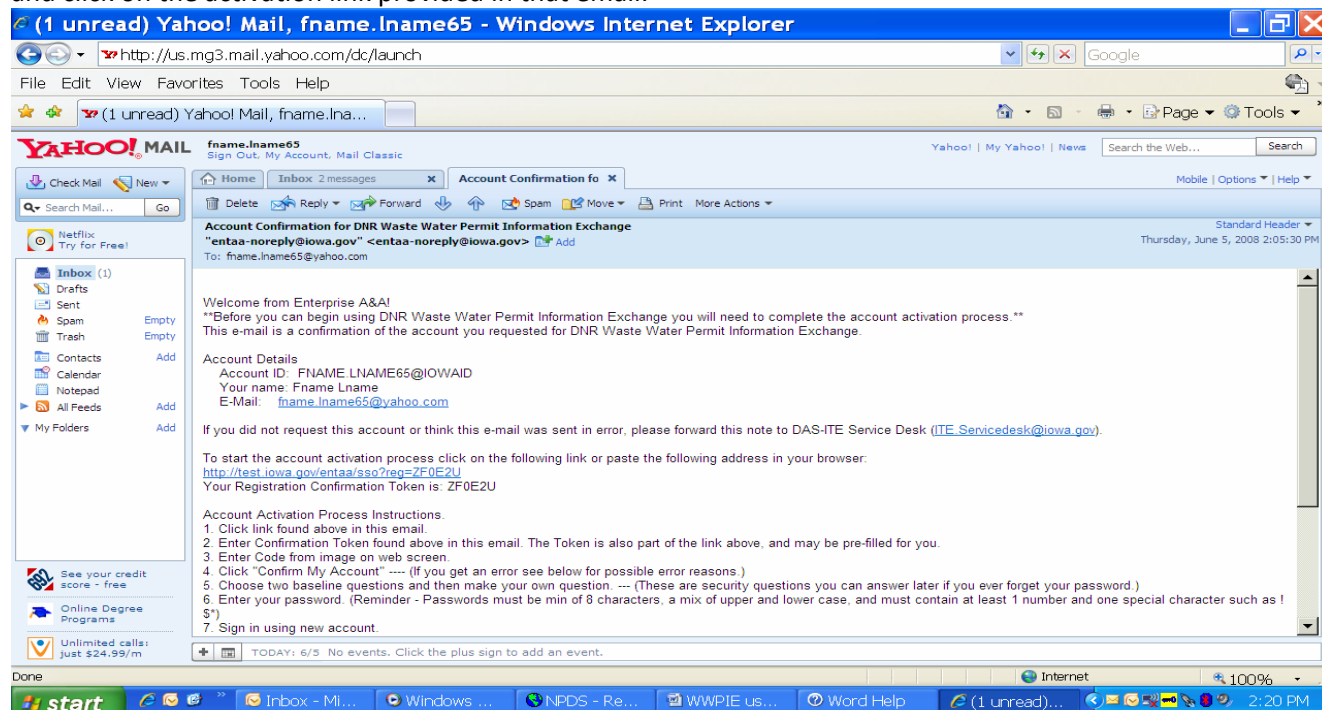
Modify the user id and hit the “Save Account Details” button again.



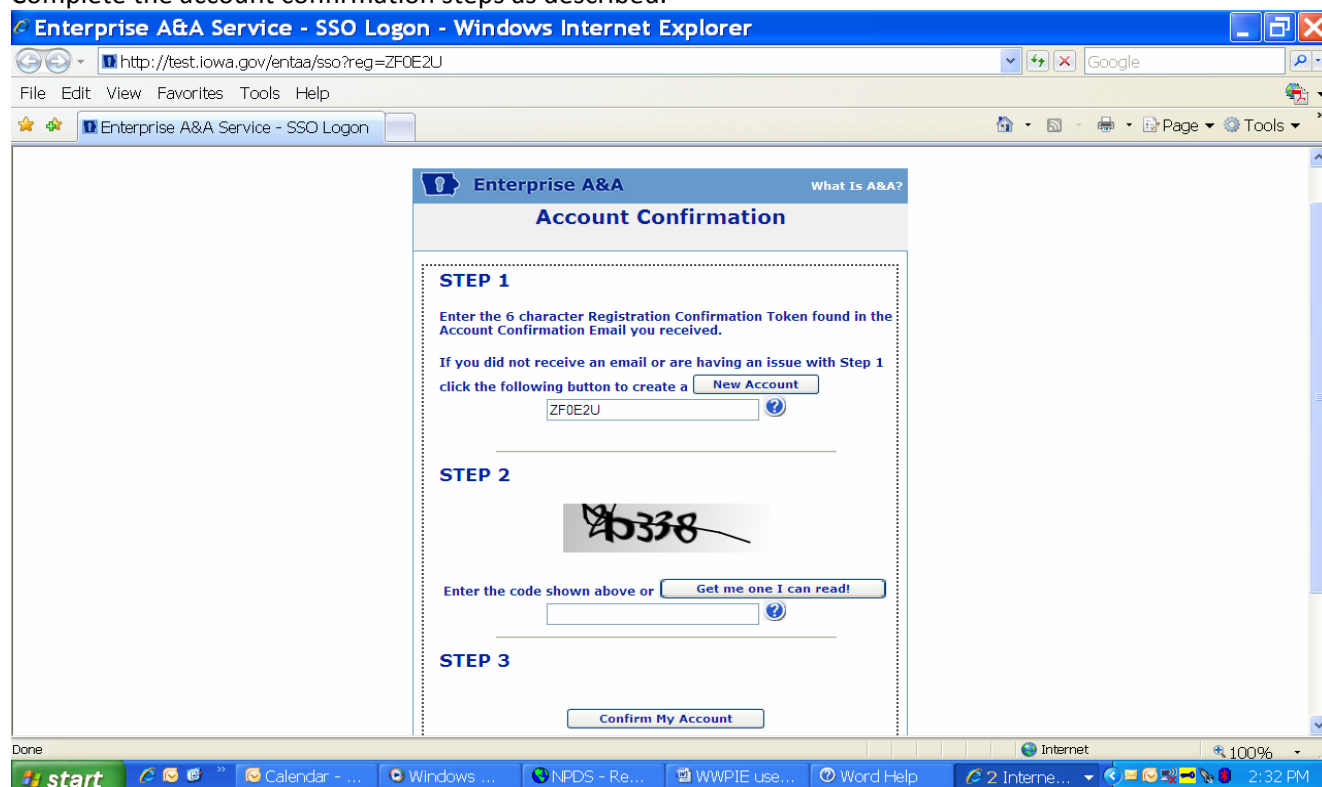
Once you see the following screen, follow the instructions and check your email to complete the registration process.



Open the email account that was used to register. Look for an email from "entaa-noreply@iowa.gov" and click on the activation link provided in that email.



Complete the account confirmation steps as described.



Click on "Confirm My Account".

Enterprise A&A Service - SSO Logon - Windows Internet Explorer

http://test.iowa.gov/entaa/ssso

File Edit View Favorites Tools Help


Enterprise A&A Service - SSO Logon

Account Confirmation Email you received.

If you did not receive an email or are having an issue with Step 1 click the following button to create a [New Account](#)

ZF0E2U

STEP 2



Enter the code shown above or [Get me one I can read!](#)

7mbnm

STEP 3

[Confirm My Account](#)

You are looking at SSO Account Management Confirmation
©2004 State of Iowa, DAS-ITE

Transaction Id: XMSHCW
Version: 2.3.9

Done

start Calendar - ... Windows ... NPDS - Re... WWPIE use... Word Help 2 Interne... 100% 2:36 PM

Now you will be asked to enter identity baseline information:

Enterprise A&A Service - SSO Initialize Account - Windows Internet Explorer

http://test.iowa.gov/entaa/ssso

File Edit View Favorites Tools Help

Enterprise A&A Service - SSO Initia...

DNR Waste Water Permit Information Exchange

Self Service Password Change - DNR Waste Water Permit Information Exchange

Identity Baseline for FNAME.LNAME65@IOWAID

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

- Select Question -

Answer 1: Confirm:

Question 2:

- Select Question -

Answer 2: Confirm:

Question 3 (Create your own question.):

Answer 3: Confirm:

[Save Identity Baseline](#)

Done

start Calendar - ... Windows ... NPDS - Re... WWPIE use... Word Help 2 Interne... 100% 2:37 PM

Follow the instructions to complete your identity baseline questions.

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:
What color was your first car or truck? [v]
Answer 1: [.....] Confirm: [.....]

Question 2:
[Select Question] [v]
Answer 2: [] Confirm: []

Question 3 (Create your own question):
[]
Answer 3: [] Confirm: []

Save Identity Baseline

Some guidelines for setting your baseline:

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.

Hit the "Save Identity Baseline" button. You will be directed to this page:

DNR Waste Water Permit Information Exchange

Self Service Password Change - DNR Waste Water Permit Information Exchange

You must change your password.
Password Change for FNAME.LNAME65@IOWAID

Enter new password: []
Confirm new password: []

Password Rules:
Passwords should contain a minimum of 8 alphanumeric characters (a mix of upper and lower case) including at least one special character. Note: You may not use pieces of your name or e-mail address in your password.

Save New Password **Cancel**

You are looking at SSO Initialize Account Transaction Id: XM5HCW

Enterprise A&A

©2004 State of Iowa, DAS-ITE Version 2.3.9

Enter your password and confirm it by re-entering the exact same password and hit the “Save New Password” button:

Enterprise A&A Service - SSO Initialize Account - Windows Internet Explorer

http://test.iowa.gov/entaa/sso

File Edit View Favorites Tools Help

Enterprise A&A Service - SSO Initia...

DNR Waste Water Permit Information Exchange

Self Service Password Change - DNR Waste Water Permit Information Exchange

You must change your password.

Password Change for **FNAME.LNAME65@IOWAID**

Enter new password:

Confirm new password:

Password Rules:
Passwords should contain a minimum of 8 alphanumeric characters (a mix of upper and lower case) including at least one special character. Note: You may not use pieces of your name or e-mail address in your password.

Save New Password Cancel

You are looking at SSO Initialize Account Transaction Id: XM5HCW

Enterprise A&A

©2004 State of Iowa, DAS-ITE Version 2.3.9

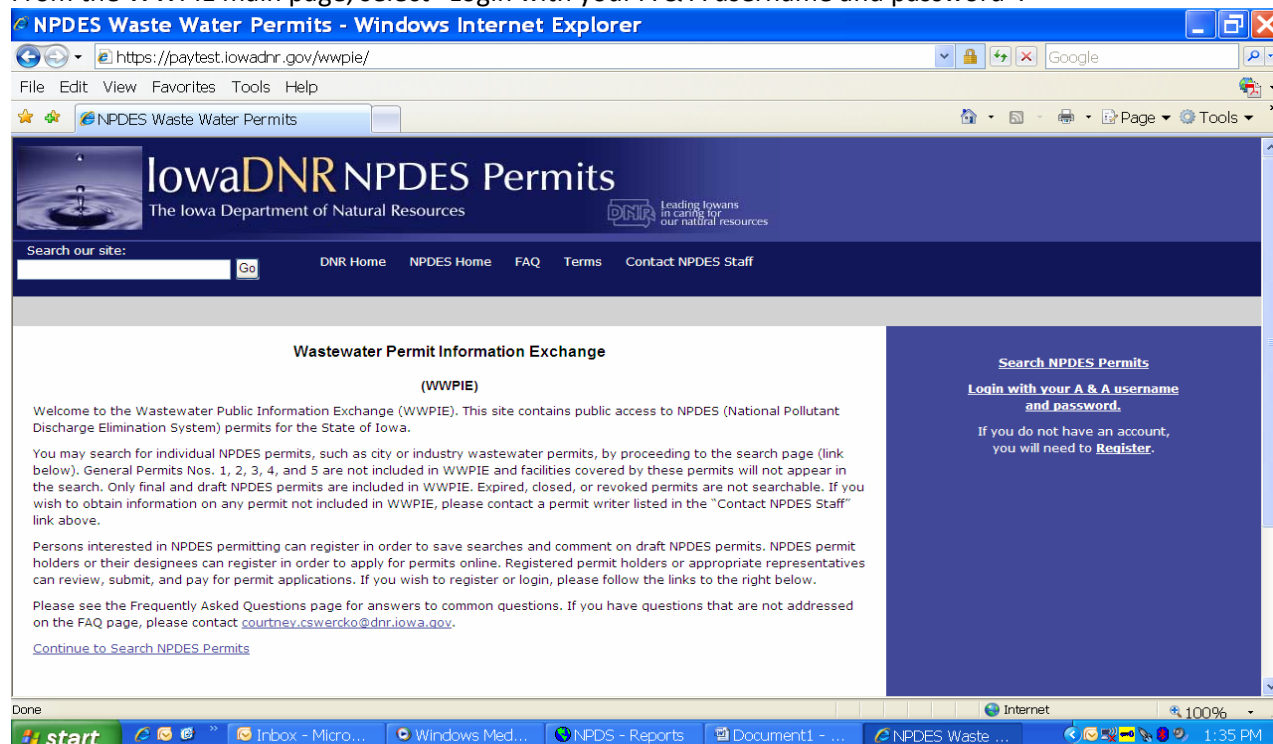
Done

start Calendar - Mic... Windows Med... NPDS - Reports WWPIE users ... 2 Internet E... 100% 2:50 PM

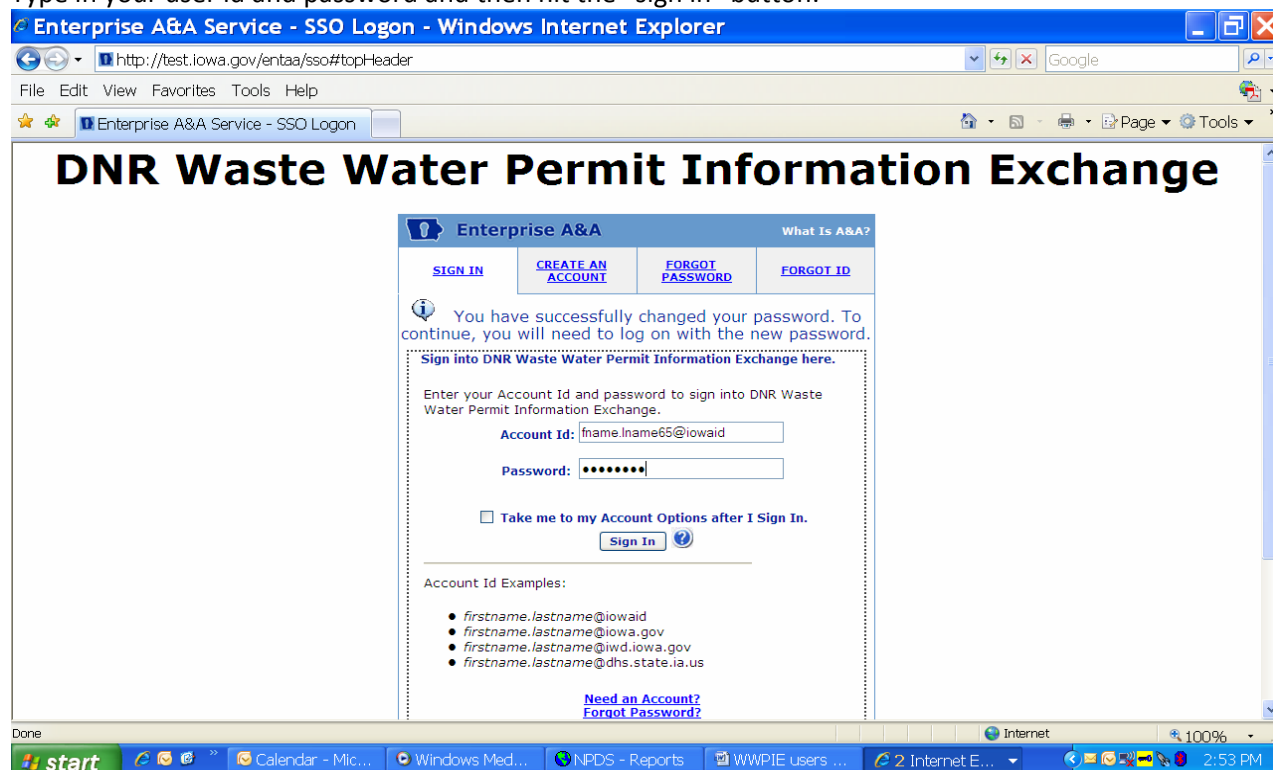
You have just completed the process to register with Iowa’s Enterprise A&A system.

Now you are ready to use WWPIE, the online NPDES permit application and permit search system.

From the WWPIE main page, select "Login with your A & A username and password".



Type in your user id and password and then hit the "sign in" button:



Registered User:

If you only wish to be a **Registered User** (not applicant or permit application signatory), you do not need to complete this screen. Just click the Home button to go to your home page.

NPDES Waste Water Permits - Windows Internet Explorer

https://paytest.iowadnr.gov/wwpie/Default.aspx?cmd=ManageAccount

File Edit View Favorites Tools Help

NPDES Waste Water Permits

From this screen, you may change your account information or apply to become a Registered Applicant or Signatory. Complete the fields below the role you wish to request and click on the checkbox to apply to become an applicant or signatory. To be a signatory, you will also have to complete and submit an additional form, as noted below. DNR will review your request and you will be notified by email if you are a Registered Applicant or Signatory.

Note: changing your email address will result in temporary account lockout until your new email address can be verified by receipt of email.

First Name: Fname
Last Name: Lname
Email: fname.lname65@yahoo.com
Organization: *
Title: *
Phone Number: *
Address 1: *
Address 2: *
City: *
State: * Select One
Zip: *

How do I change my name or email address?
Change Name or Email

The Organization and Title fields are optional for a Registered User.

Apply to Become a Registered Applicant ☐

Fields with an asterisk * are required to apply to become a Registered Applicant.

Apply to Become a Registered Signatory ☐

All fields are required to apply to be a Registered Signatory. In addition, you must [download this form](#), fill it out completely and mail it to:
Courtney Cswercko

start status: Conne... NPDES Waste ... WWPIE users ... Internet 100% 11:20 AM

Registered Applicant:

If you want to become a **Registered Applicant**, check the appropriate box and complete the required fields on the screen.

NPDES Waste Water Permits - Windows Internet Explorer

https://paytest.iowadnr.gov/wwpie/Default.aspx?cmd=ManageAccount

File Edit View Favorites Tools Help

NPDES Waste Water Permits

From this screen, you may change your account information or apply to become a Registered Applicant or Signatory. Complete the fields below the role you wish to request and click on the checkbox to apply to become an applicant or signatory. To be a signatory, you will also have to complete and submit an additional form, as noted below. DNR will review your request and you will be notified by email if you are a Registered Applicant or Signatory.

Note: changing your email address will result in temporary account lockout until your new email address can be verified by receipt of email.

First Name: Fname
Last Name: Lname
Email: fname.lname65@yahoo.com
Organization: *
Title: *
Phone Number: *
Address 1: *
Address 2: *
City: *
State: * Select One
Zip: *

How do I change my name or email address?
Change Name or Email

The Organization and Title fields are optional for a Registered User.

Apply to Become a Registered Applicant ☐

Fields with an asterisk * are required to apply to become a Registered Applicant.

Apply to Become a Registered Signatory ☐

All fields are required to apply to be a Registered Signatory. In addition, you must [download this form](#), fill it out completely and mail it to:
Courtney Cswercko

start status: Conne... NPDES Waste ... WWPIE users ... Internet 100% 11:20 AM

Once you applied to become Registered Applicant, DNR NPDES staff will verify your information before granting you the right to become a Registered Applicant. An email will be sent to you with the decision.

Registered Signatory:

If you want to become a **Registered Signatory**, **check the appropriate box** and complete the information required on the screen before submitting for approval. In addition, you need to download a form, complete and sign it, then mail to DNR at the address shown. This signed form is required for the DNR to receive electronic records.

NPDES Waste Water Permits - Windows Internet Explorer

https://paytest.iowadnr.gov/wwpie/Default.aspx?cmd=ManageAccount

File Edit View Favorites Tools Help

NPDES Waste Water Permits

From this screen, you may change your account information or apply to become a Registered Applicant or Signatory. Complete the fields below the role you wish to request and click on the checkbox to apply to become an applicant or signatory. To be a signatory, you will also have to complete and submit an additional form, as noted below. DNR will review your request and you will be notified by email if you are a Registered Applicant or Signatory.

Note: changing your email address will result in temporary account lockout until your new email address can be verified by receipt of email.

First Name: Fname
Last Name: Lname
Email: fname.lname65@yahoo.com
Organization: *
Title: *
Phone Number: *
Address 1: *
Address 2: *
City: *
State: * Select One
Zip: *

How do I change my name or email address?
Change Name or Email

The Organization and Title fields are optional for a Registered User.

Apply to Become a Registered Applicant ☐

Fields with an asterisk * are required to apply to become a Registered Applicant.

Apply to Become a Registered Signatory ☐

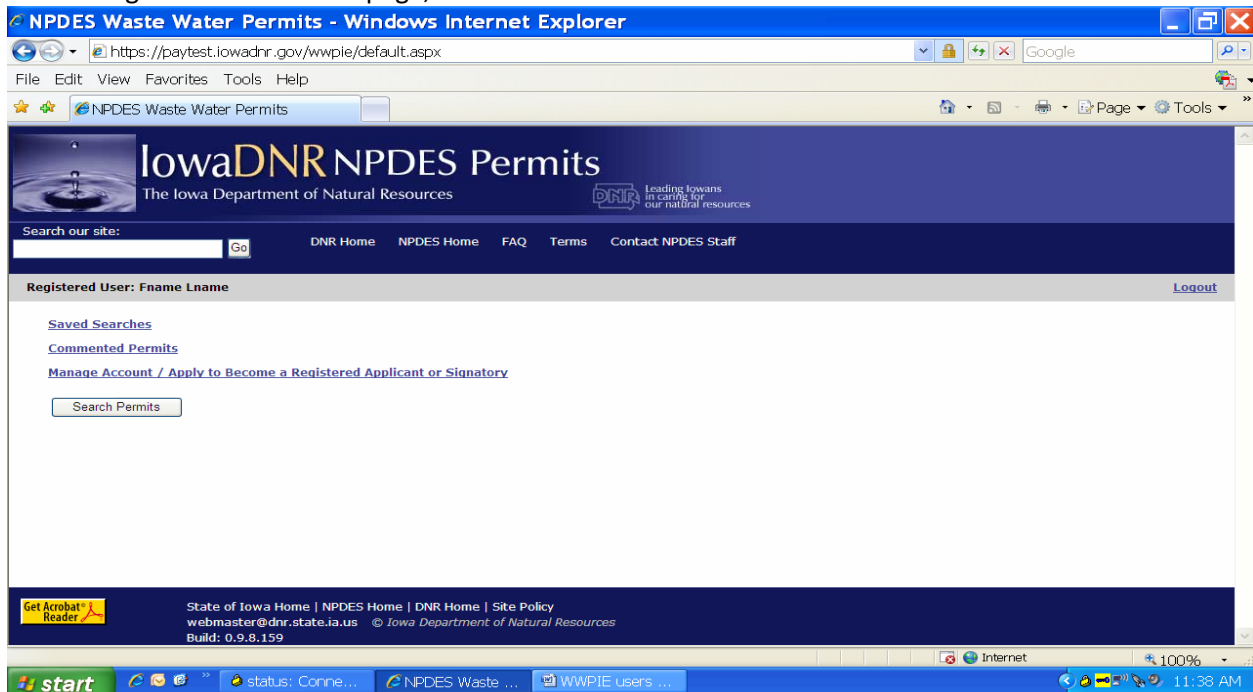
All fields are required to apply to be a Registered Signatory. In addition, you must [download this form](#), fill it out completely and mail it to: Courtney Cswercko

start status: Conne... NPDES Waste ... WWPIE users ... 11:20 AM

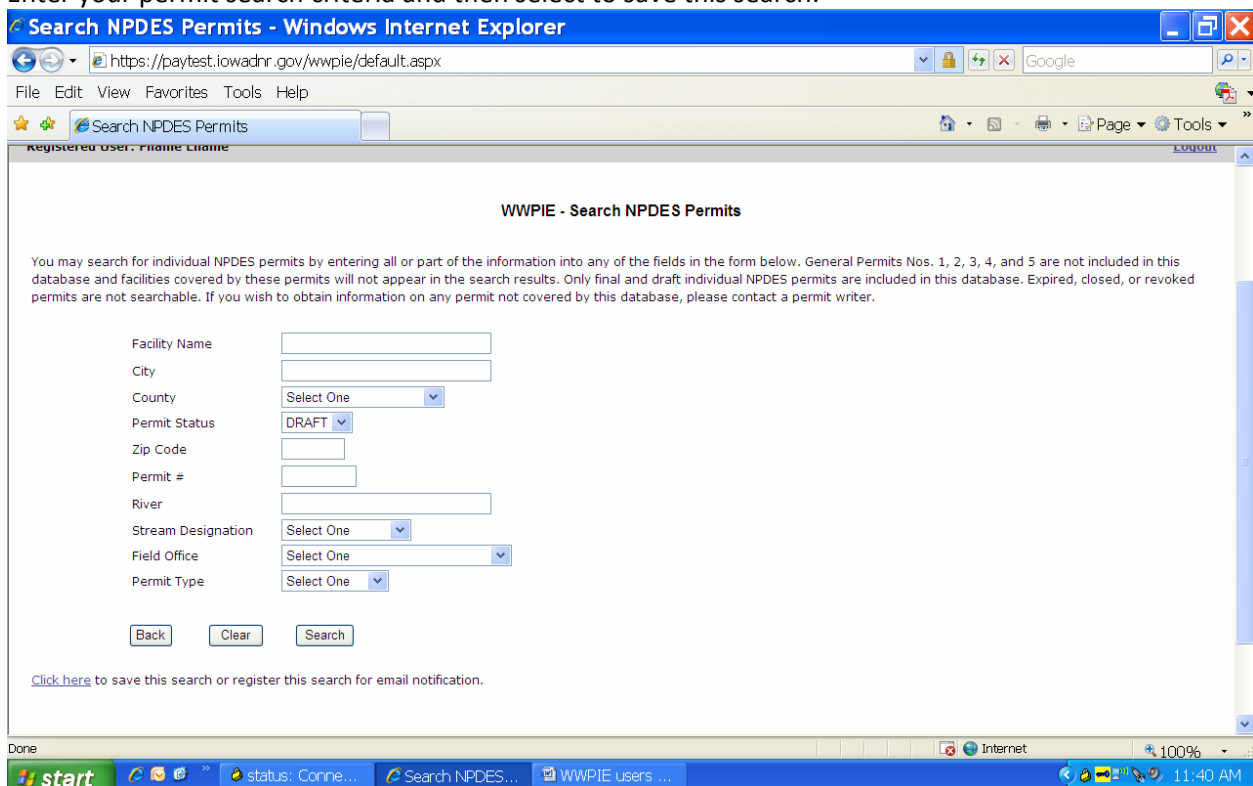
Once your application to become a Registered Signatory is submitted and your signed paper form is received, DNR NPDES staff will verify your information and email you with a decision.

To save permit search criteria:

On the Registered User home page, click on "Search Permits".



Enter your permit search criteria and then select to save this search:



Enter a name of your search criteria for later reference. If you want to receive automatic email notification about permits meeting your selection criteria, select appropriate boxes for notifications.

Submit your request to be saved by the database by clicking on the “confirm” button at the bottom of the screen. You can modify your search criteria the same way you set up the “saved search” function.

The screenshot shows a Windows Internet Explorer browser window titled "NPDES Waste Water Permits - Windows Internet Explorer". The address bar displays the URL "https://paytest.iowadnr.gov/wwpie/Default.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also shows a search bar with the text "Google".

The page content is titled "NPDES Waste Water Permits" and includes a search bar with the text "Search our site:" and a "Go" button. Below the search bar, there are links for "DNR Home", "NPDES Home", "FAQ", "Terms", and "Contact NPDES Staff".

The main content area is titled "Notification Confirmation" and contains the following text:

This screen allows you to save a search and choose to be notified if there are certain changes to the permits in your search. Please enter a name for your search below and check whether or not you wish to receive an email notification at **FNAME.LNAME65@IOWAID**. You can choose to receive emails when either new comments are added to draft permits in the search or when the status (draft or final) of a permit changes, as noted by the selection boxes below. If you do not wish to receive email notifications on this saved search, leave the check boxes blank. Click the **confirm** button when you have named your search and made your notification selections. Your saved search will be available from the Saved Searches link on your homepage.

Below the text, there is a form with the following fields:

- Your Search will be saved as**: A text input field.
- Facility Name:**
- City:**
- County:** 77 - POLK
- Permit Status:** DRAFT
- Zip Code:**
- Permit #:**
- Receiving Stream:**
- Stream Designation:**
- Region:**
- Permit Type:**

At the bottom of the form, there are two checkboxes:

- ☐ Please notify me when comments are added to any permits in this search.
- ☐ Please notify me when the permit status changes for the permits in this search.

The browser's status bar at the bottom shows "Done" and "Internet". The taskbar at the bottom of the screen shows the "start" button, several open applications, and the system clock displaying "11:41 AM".

To review and/or comment on draft permit

Registered users can comment on draft permits on line by following steps:

Search and find the permit you want to provide comments to by entering permit search criteria to the search permit screen. If you want to see all the draft permits currently on public notice and receiving comments, just select “draft” as Permit Status:

The screenshot shows the 'Search NPDES Permits' form in a Windows Internet Explorer browser window. The address bar shows the URL: <https://paytest.iowadnr.gov/wwpie/default.aspx>. The browser's title bar reads 'Search NPDES Permits - Windows Internet Explorer'. The page content includes a 'Registered User: Fname Lname' header with a 'Logout' link. The main heading is 'WWPIE - Search NPDES Permits'. Below this is a paragraph explaining the search criteria: 'You may search for individual NPDES permits by entering all or part of the information into any of the fields in the form below. General Permits Nos. 1, 2, 3, 4, and 5 are not included in this database and facilities covered by these permits will not appear in the search results. Only final and draft individual NPDES permits are included in this database. Expired, closed, or revoked permits are not searchable. If you wish to obtain information on any permit not covered by this database, please contact a permit writer.' The form contains the following fields: Facility Name (text input), City (text input), County (dropdown menu), Permit Status (dropdown menu with 'DRAFT' selected), Zip Code (text input), Permit # (text input), River (text input), Stream Designation (dropdown menu), Field Office (dropdown menu), and Permit Type (dropdown menu). At the bottom of the form are 'Back', 'Clear', and 'Search' buttons. A link at the bottom of the form reads: 'Click [here](#) to save this search or register this search for email notification.'

Once you see the permit you are interested in or the entire list of draft permits currently accepting comments, click on the Facility Name for that permit:

The screenshot shows the 'Search NPDES Permits' results page in a Windows Internet Explorer browser window. The address bar shows the URL: <https://paytest.iowadnr.gov/wwpie/Default.aspx#results>. The browser's title bar reads 'Search NPDES Permits - Windows Internet Explorer'. The page content includes a 'Stream Designation' dropdown menu, a 'Field Office' dropdown menu, and a 'Permit Type' dropdown menu. Below these are 'Back', 'Clear', and 'Search' buttons. A link at the bottom of the form reads: 'Click [here](#) to save this search or register this search for email notification.' The main heading is '6 Results found.' Below this is a table with 5 columns: Facility Name, Facility #, City, County, and Status. The table contains 6 rows of data. At the bottom of the page is a footer with the text: 'State of Iowa Home | NPDES Home | DNR Home | Site Policy', 'webmaster@dnr.state.ia.us', '© Iowa Department of Natural Resources', and 'Build: 0.9.8.159'. The browser's status bar shows 'Done' and 'Internet'.

Facility Name	Facility #	City	County	Status
ANKENY AQUIFER STORAGE PROJECT	7709000	ANKENY	77 - POLK	DRAFT
BURLINGTON CITY OF STP	2909001	BURLINGTON	29 - DES MOINES	DRAFT
Courtney draft	8888888	Ames	85 - STORY	DRAFT
IOWA CITY REGENCY MOBILE HOME	5225601	IOWA CITY	52 - JOHNSON	DRAFT
LORIMOR CITY OF STP	8834001	LORIMOR	88 - UNION	DRAFT
Rusty Test	1234567	Ames	85 - STORY	DRAFT

You will now be presented with the draft permit details page:

Registered User: Fname Lname

Logout

DRAFT Permit #7709000

Facility Name:

ANKENY AQUIFER STORAGE PROJECT

City:

ANKENY

County:

77 - POLK

Zip Code:

50021

Receiving Stream:

DES MOINES RIVER BELOW THE RACCOON TO WHITEBREST CREEK

Stream Designation:

B(LR)

Permit Status:

DRAFT

Date Issued:

Date of Expiration:

Comment End Date:

07/10/2008

Region:

5 - Des Moines, South Central Iowa

Permit Type:

Municipal-WT

Name:

Courtney Cswercko

Permit Writer:

Phone:

(515) 281-7206

Email:

courtney.cswercko@dnr.iowa.gov

Documents:

Comments:

ANGELA.CHENCHEN@IOWAID	5/19/2008 10:14:18 PM
Would this document attach to WWPIE.doc	
WWPIE testing.ppt	
AC's wwpie file.xls	
ANGELA.CHENCHEN@IOWAID	5/19/2008 10:18:25 PM
Somehow we need to remind all the permit writers to enter "Comment End Date". Otherwise, the permit will show up as on public notice forever.	

DoneInternet100%

You can click the hyper links to email the permit writer; to read the documents associated with this draft permit such as the draft permit in PDF format or the rationale for the draft permit; or to read comments already submitted and posted.

To add your comments to this draft permit, go to the lower half of the screen:

ANGELA.CHENCHEN@IOWAID	5/19/2008 10:14:18 PM
Would this document attach to WWPIE.doc	
WWPIE testing.ppt	
AC's wwpie file.xls	
ANGELA.CHENCHEN@IOWAID	5/19/2008 10:18:25 PM
Somehow we need to remind all the permit writers to enter "Comment End Date". Otherwise, the permit will show up as on public notice forever.	
AY.CHENCHEN@IOWAID	5/23/2008 6:54:56 AM
Just want to make sure a RU can add and see comments.	

Add A Comment

You may add comments to this draft permit by uploading a file, typing them into the text area below, or both. To upload a file click on the "Browse..." button, navigate to the file you wish to upload and click the "Open" button in the dialogue box. Acceptable file types are text, Word documents, Excel spreadsheets, PDF's and Zip files. The New Comment text area is restricted to 1000 characters and you will be alerted if you exceed the limit.

HTML is not allowed in the comments.

Uploaded files cannot be password protected, include macros, or contain other active content.
Notes: Comments cannot be submitted after the comment end date listed above.
File size is limited to 5.0 MB in size. If your upload exceeds this limit you may need to split the file into smaller files and upload them separately.

Upload File

Browse...

Browse...

Browse...

Browse...

Browse...

New Comments:

Submit Comments

Internet100%

Once you entered your comments by either typing in the New Comments field or by attaching files, click on "Submit Comments" button.

To apply for a new permit:

If you have a facility that has never had an NPDES permit, you may apply for a new permit. First, on the Registered Applicant screen, select “Submit a New Permit Application”.

The screenshot shows a Windows Internet Explorer browser window titled "NPDES Waste Water Permits". The address bar displays the URL: https://paytest.iowadnr.gov/wwpie/default.aspx?cmd=DoPost_LoginCommand&tokenId=ActiveDirectoryProvider828. The page header includes the Iowa DNR logo and the text "IowaDNR NPDES Permits The Iowa Department of Natural Resources". A search bar is present with the text "Search our site:". Below the header, the user is logged in as "Registered Signatory/Registered Applicant: Angela Chenchon". A "Logout" link is visible. The main content area contains a welcome message and a list of links: "Saved Searches", "Commented Permits", "Permit Applications", "Submit a New Permit Application", and "Manage Account". There is a form to "Associate with Permit #" with a "Submit" button. Below this, a "Search Permits" button is visible. The taskbar at the bottom shows the "start" button, several open applications, and the system clock showing 11:54 AM.

Complete all the information required on the New Application screen:

The screenshot shows a Windows Internet Explorer browser window titled "NPDES Waste Water Permits". The address bar displays the URL: <https://paytest.iowadnr.gov/wwpie/Default.aspx?cmd=NewApplication>. The page header is the same as the previous screenshot. The main content area is titled "New Application" and contains a paragraph explaining the process. Below the text is a form titled "Facility Information:" with the following fields: "Facility Name:", "Street Address:", "City:", "State:" (a dropdown menu showing "Select One"), "Zip Code:", "Phone:", "Township:", "Range:", "Section:", "Latitude:" (with sub-fields for Degrees, Minutes, and Seconds), "Longitude:" (with sub-fields for Degrees, Minutes, and Seconds), and "Facility Description:". The taskbar at the bottom shows the "start" button, several open applications, and the system clock showing 11:56 AM.

Use the “submit” button at the bottom of the screen to submit your facility’s initial permit application information to NPDES staff.

The screenshot shows a web browser window titled "NPDES Waste Water Permits - Windows Internet Explorer". The address bar displays the URL: <https://paytest.iowadnr.gov/wwpie/Default.aspx?cmd=NewApplication>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is divided into two main sections. The top section, labeled "Wastewater Description:", contains two large, empty text input areas. The bottom section, labeled "Contact Information:", includes several form fields: "Name:", "Street Address:", "City:", "State:" (a dropdown menu currently showing "Select One"), "Zip Code:", and "Phone:". A "Submit" button is located at the bottom of the contact information section. The footer of the page contains a "Get Acrobat Reader" icon and the following text: "State of Iowa Home | NPDES Home | DNR Home | Site Policy", "webmaster@dnr.state.ia.us", "© Iowa Department of Natural Resources", and "Build: 0.9.8.159". The Windows taskbar at the bottom shows the Start button, several open applications including "status: Conne...", "NPDES Waste ...", and "WWPIE users ...", and the system clock indicating 11:56 AM.

NPDES Waste Water Permits - Windows Internet Explorer

<https://paytest.iowadnr.gov/wwpie/Default.aspx?cmd=NewApplication>

File Edit View Favorites Tools Help

NPDES Waste Water Permits

Wastewater Description:

Contact Information:

Name:

Street Address:

City:

State:

Zip Code:

Phone:

Get Acrobat Reader

State of Iowa Home | NPDES Home | DNR Home | Site Policy
webmaster@dnr.state.ia.us © Iowa Department of Natural Resources
Build: 0.9.8.159

Done

NPDES Waste Water Permits - Windows Internet Explorer

Internet

100%

start

status: Conne...

NPDES Waste ...

WWPIE users ...

11:56 AM

Once NPDES staff has received this initial information, an email notification will be sent to you with further instructions. You will need to associate with the new permit number given to you by NPDES staff and follow the steps for a permit application renewal to access your new permit application.

To apply for a permit renewal:

At the Registered Applicant home page, enter in the permit numbers (seven-digit number that identifies a permit, ex. 7708001) you wish to be associated with in the “Associate with Permit #” box and click on “Submit”. You will see a message that indicates whether or not the association with the permit number was successful at the top of the page in red. Once you have successfully associated with one or more permit numbers, click on the “Permit Applications” link.

The screenshot shows the NPDES Waste Water Permits website in a Windows Internet Explorer browser. The address bar displays the URL: <https://paytest.iowadnr.gov/wwpie/default.aspx?cmd=DoPostLoginCommand&tokenId=ActiveDirectoryProvider828>. The page title is "NPDES Waste Water Permits - Windows Internet Explorer". The website header includes the Iowa DNR logo and the text "The Iowa Department of Natural Resources". A search bar is present with the text "Search our site:". The main content area is titled "Registered Signatory/Registered Applicant: Angela Chenchen" and includes a "Logout" link. Below this, there is a welcome message and a list of links: "Saved Searches", "Commented Permits", "Permit Applications", "Submit a New Permit Application", and "Manage Account". A form labeled "Associate with Permit #" is visible, with a "Submit" button. The taskbar at the bottom shows the Windows start button, several open applications, and the system clock displaying 11:47 AM.

A list of permit applications that you have associated with will appear on your screen. Please note, permit applications will not appear on this page until they have been created by NPDES staff. You may successfully associate with permit numbers before the permit applications are available. (This is not currently available)

The screenshot shows the NPDES Waste Water Permits website in a Windows Internet Explorer browser. The address bar displays the URL: <https://paytest.iowadnr.gov/wwpie/Default.aspx?cmd=ViewPermitApplicationsRARS>. The page title is "NPDES Waste Water Permits - Windows Internet Explorer". The website header includes the Iowa DNR logo and the text "The Iowa Department of Natural Resources". A search bar is present with the text "Search our site:". The main content area is titled "Registered Signatory/Registered Applicant: Angela Chenchen" and includes a "Logout" link. Below this, there is a section titled "Permit Applications" with a message explaining that the list shows permit applications that have been posted by a permit writer. A table lists the following permit applications:

Facility Name	Facility #	Last Updated	Date Submitted	Date Approved	Status
MARSHALLTOWN CITY OF WATER POL	6469001	6/3/2008 10:57:42 AM	6/4/2008 7:54:28 AM	6/4/2008 8:30:48 AM	Submitted - Approved
MARSHALLTOWN WATER TREATMENT P	6469000	6/11/2008 10:32:46 AM	6/4/2008 1:42:10 PM		Incomplete - Sent
ANKENY CITY OF STP	7709001	6/10/2008 3:19:32 PM	6/10/2008 3:18:51 PM		Submitted - Not Approved

Below the table is a "Back" button. The footer of the page includes the text "State of Iowa Home | NPDES Home | DNR Home | Site Policy" and "webmaster@dnr.state.ia.us". The taskbar at the bottom shows the Windows start button, several open applications, and the system clock displaying 11:49 AM.

Select the permit application you wish to complete by clicking on the Facility Name.

The screenshot shows a web browser window titled "NPDES Waste Water Permits - Windows Internet Explorer". The address bar displays the URL: <https://paytest.iowadnr.gov/wwpie/Default.aspx?cmd=ViewPermitApplicationsRARS>. The page header includes the Iowa Department of Natural Resources logo and navigation links: "DNR Home", "NPDES Home", "FAQ", "Terms", and "Contact NPDES Staff". A search bar is present with the text "Search our site:". Below the header, the user is logged in as "Registered Signatory/Registered Applicant: Angela Chenchen" with a "Logout" link. The main section is titled "Permit Applications" and contains a paragraph explaining the list of applications. Below this is a table with the following data:

Facility Name	Facility #	Last Updated	Date Submitted	Date Approved	Status
MARSHALLTOWN CITY OF WATER POL	6469001	6/3/2008 10:57:42 AM	6/4/2008 7:54:28 AM	6/4/2008 8:30:48 AM	Submitted - Approved
MARSHALLTOWN WATER TREATMENT P	6469000	6/11/2008 10:32:46 AM	6/4/2008 1:42:10 PM		Incomplete - Sent
ANKENY CITY OF STP	7709001	6/10/2008 3:19:32 PM	6/10/2008 3:18:51 PM		Submitted - Not Approved


Below the table is a "Back" button. The footer includes a "Get Acrobat Reader" button and contact information for the Iowa Department of Natural Resources. The taskbar at the bottom shows the "start" button, several open applications, and the system clock at 11:49 AM.

You will be prompted to enter a password. Enter the password that was mailed to you by the permit writer when he/she sent you the permit renewal notice.

The screenshot shows the same web browser window, but the address bar now displays: <https://paytest.iowadnr.gov/wwpie/Default.aspx?cmd=ApplicationPassword&ApplicationId=30>. The page header is identical to the previous screenshot. The main section is titled "Application Password" and contains a paragraph explaining the password requirement. Below this is a form with a "Password:" label, a text input field, and a "Continue" button. The footer and taskbar are also identical to the previous screenshot.


From the "Application Home" page, you can complete the appropriate sections of the permit application by clicking on the title of the permit application and following the instructions on each application form.

Applicants for industrial NPDES permits will see the following screen:



IowaDNR NPDES Permits

The Iowa Department of Natural Resources



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our natural resources

[DNR Home](#) [NPDES Home](#) [FAQ](#) [Terms](#) [Contact NPDES Staff](#)

Registered Signatory/Registered Applicant: Angela Chenchen [Logout](#)

Application Home

Facility: MARSHALLTOWN WATER TREATMENT P Permit #: 6469000

Application Status: Incomplete - Sent

On this page, you can access the parts or forms of the permit application that you are required to complete. You are not required to complete the parts/forms that are not listed as "Required" in the "Form Action" column, but you can complete them if you find, after reviewing the permit application, that they are necessary.

Please use the links on the left side of the page to access particular parts or forms. You will be able to edit each part/form after following these links. You will also be able to upload documents to the parts or forms at the bottom of the part or form if necessary. All of the parts/forms may be saved at any point.


When you have reviewed the parts/forms, you may click on the "Remove" link in the "Form Action" column to remove any parts/forms that do not need to be included in your permit application. Please note: all municipal facilities are required to submit Parts A and F, and all industrial facilities are required to submit Forms 1, 5 and the Supplement. Other parts/forms are required on a case-by-case basis.

Form Name	Form Action	Date Validated
Form 1	Required	6/11/2008 10:29:17 AM
Form 2	Add another Remove	6/11/2008 10:28:27 AM
Form 2F	Remove	6/11/2008 10:28:27 AM
Form 3	Remove	6/11/2008 10:34:23 AM
Form 4	Add	
Supplement	Remove	6/11/2008 10:28:27 AM
Form 5	Required	6/11/2008 10:28:26 AM

When you have completed all the applicable parts/forms of your permit application and validated them individually, you must validate the application as a whole. Please note, Part F and Form 5


Done

Applicants for all other NPDES permits will see this screen:



IowaDNR NPDES Permits

The Iowa Department of Natural Resources



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in caring for
our natural resources

[DNR Home](#) [NPDES Home](#) [FAQ](#) [Terms](#) [Contact NPDES Staff](#)

Registered Signatory/Registered Applicant: Angela Chenchen [Logout](#)

Application Home

Facility: MARSHALLTOWN CITY OF WATER POL Permit #: 6469001

Application Status: Submitted - Approved

On this page, you can access the parts or forms of the permit application that you are required to complete. You are not required to complete the parts/forms that are not listed as "Required" in the "Form Action" column, but you can complete them if you find, after reviewing the permit application, that they are necessary.

Please use the links on the left side of the page to access particular parts or forms. You will be able to edit each part/form after following these links. You will also be able to upload documents to the parts or forms at the bottom of the part or form if necessary. All of the parts/forms may be saved at any point.

When you have reviewed the parts/forms, you may click on the "Remove" link in the "Form Action" column to remove any parts/forms that do not need to be included in your permit application. Please note: all municipal facilities are required to submit Parts A and F, and all industrial facilities are required to submit Forms 1, 5 and the Supplement. Other parts/forms are required on a case-by-case basis.

Form Name	Form Action	Date Validated
Form 30 Part A	Required	6/4/2008 7:54:14 AM
Form 30 Part B		6/4/2008 7:54:17 AM
Form 30 Part C		6/4/2008 7:54:17 AM
Form 30 Part D		6/4/2008 7:54:17 AM
Form 30 Part E		6/4/2008 7:54:17 AM
Form 30 Part F	Required	6/4/2008 7:54:14 AM

When you have completed all the applicable parts/forms of your permit application and validated them individually, you must validate the application as a whole. Please note, Part F and Form 5 can only be validated by Registered Signatories. Once the entire application is validated, the application fee can be paid, and the application may be submitted by a Registered Signatory. Please note: Registered Applicants cannot submit permit applications.

Done

Validation of permit application forms:

All applicable application forms need to be completed and validated before you can submit any permit application. This can be done when you complete each application form or when you have completed all the forms. When you click the Validate Application queue the system will identify potential errors in the application that must be corrected before the application can be submitted.

The screenshot shows a web browser window titled "NPDES Waste Water Permits - Windows Internet Explorer". The address bar displays the URL: <https://paytest.iowadnr.gov/wwpie/Default.aspx?cmd=ValidatePasswordCommand>. The browser menu includes File, Edit, View, Favorites, Tools, and Help. The page content is titled "NPDES Waste Water Permits" and includes a "by-case basis." label. A table lists the forms and their validation status:

Form Name	Form Action	Date Validated
Form 1	Required	6/11/2008 10:29:17 AM
Form 2	Add another Remove	6/11/2008 10:28:27 AM
Form 2F	Remove	6/11/2008 10:28:27 AM
Form 3	Remove	6/11/2008 10:34:23 AM
Form 4	Add	
Supplement	Remove	6/11/2008 10:28:27 AM
Form 5	Required	6/11/2008 10:28:26 AM

Below the table, a message states: "When you have completed all the applicable parts/forms of your permit application and validated them individually, you must validate the application as a whole. Please note, Part F and Form 5 can only be validated by Registered Signatories. Once the entire application is validated, the application fee can be paid, and the application may be submitted by a Registered Signatory. Please note: Registered Applicants cannot submit permit applications. After the application has been validated by a Registered Signatory, you can choose to pay the permit application fee electronically or by check at a later date. The permit application can be submitted by the Registered Signatory from the payment screen. Please note, if you choose to pay by check, your permit application will not be processed until the NPDES section receives the check."

Buttons for "Validate Application" and "Notify Registered Signatory" are present. Below them is a "Payment Method:" dropdown menu with "Select One" and a "Payment Screen" button. A "Back" button is also visible. At the bottom, there is a "Previous Application" link. The Windows taskbar at the bottom shows the start button, system tray, and open applications including "status: Conne...", "NPDES Waste ...", and "WWPIE users ...". The system clock shows 12:03 PM.

Submitting permit applications:

After validating all the application forms successfully, make the application available to the person who will sign the application forms by clicking on the Notify Signatory button. You will need to notify the signatory, the system will not notify him/her.

The Registered Signatory needs to electronically sign and date the certification forms (Form 5 for Industrial facilities; Form 30 Part F for all other facilities). Once this is completed, the Registered Signatory has to select payment method and complete the payment of the \$85 application fee before submitting the application.

Once the application is submitted to DNR, a permit writer will review your submission to ensure accuracy and completeness. At this time, you can view your application forms but you will not be able to make any changes. If there is any revision that needs to be made to your application forms, the permit writer will call or email you and return ownership of the application forms back to you so that you can make the changes and resubmit. Once your application is acceptable to the permit writer, he or she will accept the submittal.